



New Hampshire
State Council on the Arts

Cultural Facilities

Projects occurring between April 1, 2024 – January 31, 2025

Deadline: **February 9, 2024 no later than 11:59 pm EST**

All grant categories and amounts are subject to change, depending upon availability of state and federal funds in any fiscal year. NHSCA funds cannot be matched by other awards from the NHSCA or National Endowment for the Arts.

The goal of this program is to support the development of cultural facilities that are thoughtfully planned and developed, and contribute to the cultural and economic lives of their communities. These grants may be used for the renovation, maintenance, and purchase of major equipment needs of cultural facilities. Eligible equipment includes items that provide long-term, necessary enhancements to the physical plant being used for the organization's arts programming. **At least two estimates for these costs must be obtained.** Facilities must meet minimum standards for architecturally barrier-free entry before organizations may apply for a Cultural Facilities Grant for any need other than to assist them in meeting those standards. Priority will be given to applications accompanied by a facility plan of at least two years in scope, including immediate and long-term building maintenance needs and a budget projecting expenses and sources of revenue dedicated to meeting those needs. (The State Arts Council considers applications for the costs of assembling this plan appropriate.)

GRANT REQUIREMENTS

Sample Projects

- A rural arts organization wants to renovate an old mill complex into a performing arts space. It could hire an architect to create conceptual drawings to be used for fund-raising.
- A crafts center with a fully accessible ground floor exhibition space, but with classrooms located on the second floor, wants to install an elevator for people with mobility impairments. It may apply for help in the costs of labor or building materials.

GRANT AMOUNT

Funding requests may be made for \$2,000 - \$25,000. Matching funds will be waived for Fiscal Year 2024 (July 1, 2023 to June 30, 2024). However, we encourage applicants to include in-kind or cash match as part of their budget to increase the strength of their application, deepen collaboration with community partners, and enhance the funding of their project.

WHO MAY APPLY

Any organization with 501(c)(3) tax-exempt status from the IRS and not-for-profit incorporation in the State of New Hampshire that:

- Owns or has a minimum three-year lease on the facility, or demonstrable ability to acquire by deed, or a minimum three-year lease on the proposed facility when it is built or rehabilitated for cultural use. Leasing applicants will be required to include a signed letter from the facility owner acknowledging ownership, relationship of owner to leasee, and approval of renovations;



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- Operates its cultural facility in New Hampshire. For the purposes of this category, a cultural facility is a building that regularly provides or plans to provide arts programming.
- Has at least one year of experience in arts programming for the general public prior to the date of application. Note: If more than one nonprofit organization uses the facility for arts programming, the organization responsible for the physical operation of the facility should make the application. Arts programming is defined broadly as events, workshops and community programming in the visual arts and crafts, music, dance, theatre, media or literary arts.
- Must demonstrate that the facility is or will be in full compliance with the [Americans with Disabilities Act \(ADA\) requirements](#); or have a cultural access plan in place that outlines the ADA accessibility goals for the organization; or goals to provide access to the facility, programs and/or services. **If the facility is not compliant, then the applicant must use this grant for meeting compliance requirements.** Applicants are encouraged to download the book [Design for Accessibility: A Cultural Administrators Handbook](#) that offers guidance on making programs and facilities accessible to all;
- Are in good standing with the NH State Council on the Arts, the NH Secretary of State's and the NH Attorney General's Office;
- Has a Unique Entity Identifier (UEI) issued through [SAM.GOV](#).

Prior to finalizing a building plan and budget, it is strongly recommended that the municipality inspects the premises and approves the plans to make sure that all fire and safety codes are in compliance.

It is strongly recommended that applicants have a current facility plan of at least two years in scope, including immediate and long-term building maintenance needs and a budget projecting expenses and sources of revenue dedicated to meeting those needs. Priority will be given to applications with two-year facility plans.

Special Notes for Historic Buildings

All applicants with cultural facilities that are historic, defined as 50 or more years old, will need to submit a [RPR form](#) to the [NH Division of Historical Resources](#) for project review and compliance. Project plan review and compliance is required for historic cultural facility applicants. Historic preservation "[Review & Compliance](#)" (R&C) is a consultation process to identify significant historic properties in the planning stage of a project, so that any harm to them can be avoided or minimized. For additional questions regarding project review, please contact Liz Schneible, the R&C Specialist, at 603.271.2813 or Elizabeth.A.Schneible@dncr.nh.gov.

Please include in your application copies of any correspondence with the Division of Historical Resources. Cultural Facilities Grants **will not be paid** until the review and compliance of project plans is completed by the Division of Historical Resources.



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Restrictions

This grant does not support:

- Applicants that are Fiscal Sponsors for other organizations.
- New construction or builds.
- Previously incurred debts or deficits for projects already completed.
- Projects that are receiving other State Council on the Arts funds.
- The purchase of musical instruments, computers, office equipment, and other portable equipment is not eligible for funding. To be eligible for funding, equipment must be installed in the facility and/or used to present or produce the arts, e.g., lighting or sound equipment.

Ineligible Costs

The following costs are not eligible for funding and should not be included in the application's budget:

- Previously incurred debts or deficits;
- Lobbying or fundraising expenses;
- Non-consumable equipment;
- Regular operating activities of an organization;
- Projects that will not expend the grant funds in the State's current fiscal year;
- Routine maintenance (e.g., exterior or interior painting, carpeting);
- Mobile goods or equipment, including portable seating, computers, office equipment, and non-fixed display cases; and appliances. This does not include removable accessible seating or retractable seating;
- Programming, temporary exhibits, performances, or activities;
- Fundraising or marketing activities;
- Mortgage or loan payments;
- Legal fees;
- Insurance payments;
- Capital campaign costs, endowments, fellowships, scholarships, academic research financial aid to individual or degree grant opportunities; funding of a new, permanent position or replacement of lost funding for existing staff;
- Contracted services of an organization's staff (unless contract pertains to duties explicitly outside of their current job description);
- Contracted services of an organization's board member;
- Regularly contracted services such as a grant writer, accountant, attorney, or advertising firm;
- Revenue producing activities or commercially viable "for-profit" enterprises;
- Cost of goods for resale. This includes the sale of concessions, promotional merchandise (including clothing), or items purchased for sale, even if related to your programming;



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- Alcohol;
- Food and beverage expenses are ineligible using requested grant funds. If you have concerns, please contact the grants coordinator;
- Any expenses listed as miscellaneous, contingency funds, donations, prize money, other, additional expenses, discretionary expenses, slush fund, etc.;
- Activities not open to the general public;
- Any cost item listed in the glossary under [ineligible expenses](#).

Making the Project Accessible to All

Recipients of public funding are **required** to make reasonable efforts for projects to be accessible to the public. Applicants should consider physical and programmatic accessibility as an integral part of the planning and budgeting process. Accessibility involves both the location (the facility) and the content (the activity or product). Thinking about accessibility issues in the early design and planning stages of a project (e.g., accessible entryways, restrooms, seating, concessions, box office, pathways, and signage) is key to ensuring that persons with disabilities will be able to participate. For further information and resources, see the [Making Your Programs and Services Accessible](#) page on the NHSCA website.

HOW TO APPLY

Applicants should review the [legal and reporting requirements](#) relevant to State Arts Council grants. The grant program coordinator will review and provide feedback on drafts of narrative questions and budgets if submitted **by email at least two weeks prior to the application deadline**. First time applicants are especially encouraged to submit drafts.

Submitting the Application

NHSCA uses an online application system, [Submittable](#). Please [visit the grant page](#) for instructions.

The online system cannot be used to submit drafts. Errors and omissions may affect a panel's evaluation of the application, so please follow instructions and prepare the application carefully.

We recommend you **keep a copy for your files**.

- Watch [instructional videos](#).
- [Click here](#) to start the online application.
- [Click here](#) to download the Budget Form in MS Excel or PDF format.

Deadline

Applications must be completed online by 11:59 pm on **February 9, 2024**. Late applications will not be accepted. The Council cannot accept applications transmitted by facsimile (FAX) or e-mail and is not responsible for uncompleted online applications or paper applications lost in transit.

REVIEW PROCESS

A panel with expertise in the focus area of the grant category meets to review and rank applications



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according to the funding criteria listed. Whenever possible, a State Arts Councilor attends the meeting. After discussion and review of work samples submitted, applications are ranked by the panel. Funding recommendations are forwarded to the State Arts Councilors, a volunteer 15-member advisory council appointed by the governor, for review and approval. If the organization's cumulative total of grants received from the State Arts Council for that fiscal year (July 1 - June 30) is \$10,000 or more, the grant recommendation must also be submitted to the Governor and Executive Council for approval. Errors and omissions may affect a panel's evaluation of your application, so please prepare your application carefully and follow instructions.

RECEIVING AN AWARD

Notification of Award

No formal announcement regarding a funding decision and/or grant amount will be sent to any applicant until after the Council meeting ([meeting dates](#) are listed on the NHSCA website). At that time applicants will receive official notification of the Council's action, as well as panel comments. Whether or not a grant is awarded, these comments should help in the development of future applications. This notification may take up to 10 weeks or more after the application deadline.

Please note if you are awarded and accept this grant, the applicant and grant details will be listed in the relevant Fiscal Year [Grant Report](#) in order for us to be transparent about how public grant funds were expensed. If you have any questions, please reach out to the grants coordinator.

Payment

NHSCA disburses funds appropriated from public sources, both federal and state. Checks are issued by Administrative Services of the State of NH, not the Department of Natural and Cultural Resources or the NHSCA. Upon receipt of properly executed grant forms, the State of New Hampshire generally pays grants under \$10,000 to grantees within four to six weeks. If an organization is awarded \$10,000 or more or has received other NHSCA funds which bring the cumulative total received for that fiscal year (July 1 - June 30) to \$10,000 or above, grants must be approved by Governor and Executive Council; consequently, payment can take up to 10 weeks. All awards are subject to availability of state and federal funds. **Please plan cash flow accordingly.**

Recipients of grant awards will be required to provide the following along with the signed grants paperwork:

- Proof of general liability insurance
- Proof of worker's compensation insurance (unless recipient organization is all volunteer)
- Current Certificate of Good Standing from the NH Secretary of State (*For 501(c)3 nonprofits only*)
- Unique Entity Identifier (UEI) from [SAM.gov](#)
- Certificate of Board Resolution



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- Resume and annual salary of project administrator
- Geographic areas served by organization
- A one-page financial statement of organization's most recently completed fiscal year
- List of Board of Directors (*For 501(c)3 non-profits only*)

Important: All grant agreements must be returned by **April 1, 2024**. Failure to return the grant agreement by that date could result in cancellation of the grant and reallocation of funds. *Payment of a grant will be withheld if final reports for previous grants are not in compliance with policies below.*

Project Changes and/or Amendments(s)

You are required to carry out a project consistent with the application that was submitted and approved for funding. Changes must be submitted to the grants coordinator for review and approval, and include changes to dates, budgets, project scope or content, personnel or artists involved, or other changes that differ from the original application. Changes must be approved prior to implementation.

Amendments or change requests are considered on a case-by-case basis, and approval is not guaranteed. Until you receive written approval from the grants coordinator, you may only incur costs consistent with the terms and conditions of the awards in effect at the time of your request. The Arts Council has the right to request additional information, such as an update on specific activities including a revised budget or itemized list of actual expenditures, as needed. All financial records, supporting documents, statistical records and all other non-federal entity records pertinent to your grant award must be retained for a period of four years.

GRANT PERIOD AND REPORTING

A [final report](#) is due 30 days after the completion of your project, but no later than **January 31, 2025**. Failure to submit the final report by the required date will result in the organization being ineligible to apply for NHSCA funding for two years. Additionally, failure to submit the final report may result in a withholding of funds from any currently awarded NHSCA grant.

QUESTIONS

Questions about the grant program?

Please contact Cassandra Mason, Grants Officer

cassandra.a.mason@dncr.nh.gov | 603-271-7926

Questions about the online application system at Submittable?

Submittable Technical Support support@submittable.com or <https://submittable.help/>



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FUNDING CRITERIA

Reviewers will use these criteria to rank and recommend applications for funding.

Cultural Significance of Facility (30 pts)

- Uniqueness in geographic area.
- Architectural significance of building. This includes preservation of significant historic features and consideration of community context when renovations are occurring in a historic building.
- Degree to which the building is used or has the potential to be used as a cultural facility with regular arts programming activities that are open to the public.
- Degree to which the project will make accessible and/or develop the cultural facility for public use and benefit.
- Documentation of regular arts programming.

Quality of Project (30 pts)

- Quality of the project design and goals.
- Evidence that project is part of a larger facility maintenance or expansion plan.
- Quality and qualifications of contractors, building professionals, and persons that will be implementing the project.
- Appropriateness and long term benefits of specific project proposed.
- Impact on the users of facility.
- Alignment of the budget and timetable with project goals.

Public Benefit and Access (30 pts)

- Evidence of [ADA compliance](#). This grant's funding criteria requires ADA compliance in that grantee programs, services and cultural facilities are accessible OR a plan to make them accessible is in place and being followed.
- Intent to identify and meaningfully engage individuals who may face tangible or perceived barriers to participation is a clear focus across all aspects of the organization.
- Evidence of support from key partners, stakeholders, and/or populations benefiting from project/activities.
- If applicable, the project plan anticipates and removes barriers to provide physical and programmatic access to individuals of all abilities and to [underserved](#) populations.

Administrative Capacity (10 pts)

- Clarity of proposal.
- Organizational history, capacity to plan, implement and complete the project.
- Well-designed and actionable plan to implement the project, with a realistic timeline, budgetary projections and a demonstrated plan for securing additional funding and/or in-kind support (if applicable).
- Relationship of project to long-range plan.
- Marketing or promotional plan for the project.



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REQUIRED UPLOADS

All required documents can be uploaded to the [online system](#). Please keep a copy for your files.

- Answers to Narrative Questions (see below)
- Completed Budget Form
- Copy of lease and letter from building owner (if applicable)
- Images of the facility, renderings or other visual references to help panel understand the project plan accessibility and quality
- Qualifications of contractor, building professionals or any outside contractors who will assist with the project and their experience to undertake their designated role
- One-page resume or biography of project leader(s)
- Copy of bids. Bids should encompass what the proposed work is and how much it will cost.
- Selected program materials that show one year experience in arts programming for the general public prior to the date of application
- Board-approved financial statement for applicant's most recently completed fiscal year
- List of current Board or arts advisory committee members, including address and primary employer/occupation
- Copy of facility plan (priority will be given to applications with a two-year plan)
- Letters of support if the organization has less than three years of programming experience.
- For Historic Cultural Facility Applicants Only: Correspondence with the NH Division of Historical Resources regarding project plans review and compliance.



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NARRATIVE QUESTIONS

The total narrative portion of the application *should not exceed five typed pages*. Margins (not less than 1 inch), fonts (not smaller than 12 point), and spacing should provide easy reading for the panelists. *Please number and respond to the following questions in the order in which they appear noting the section titles in bold. It is recommended that you label and number the sections in the narrative.*

- 1. Introduction:** Provide a brief profile of your organization including its mission and goals. Include a summary of the organization's primary arts programs. *Please keep in mind that panelists may not be familiar with your organization or its importance to the arts in New Hampshire.*
- 2. Reason for undertaking the project:** Describe the facility for which you would like support (e.g., general condition, architectural style, historic features, etc.) Summarize your overall plan for the rehabilitation, renovation, or preservation of your facility. How will the grant funding be used? Please describe in detail how the proposed project will expand or improve your organization's ability to meet the needs of the community for cultural activities.
- 3. How you will accomplish this project:** Please be specific about the plan and outcomes to result from the project. How does this project fit into the long range planning for the maintenance and improvement of this facility and programming? Include a clear project timetable and describe the ways in which this project will be implemented. Note the names and qualifications of the project team and specialists who will be working on the project. Include their role in the project (artist/artist group, consultant, partner, project manager, personnel, contractor) and their qualifications relative to the management and success of the project and information on how they are selected. Discuss the bids on the proposed project, including why one was chosen over another. Please include a summary of any fundraising efforts for this project.

Note: if this project is part of a larger capital campaign, show this project's relationship to the entire capital campaign.

- 4. Sustained public benefit:** Describe the community the facility serves as well as the need and interest in cultural programming in the community. If this project is to improve physical or programmatic access to arts activities, give statistics on current access efforts and the improvements that this project will deliver. How will this project meet or exceed ADA compliance? How will it increase access and meaningful participation? If this project is for major structural repairs that don't have direct accessibility outcomes (e.g., roofs, windows, foundations), describe your work to date to meet ADA compliance and increase access and meaningful participation. What is the anticipated life of this capital improvement and how will you evaluate the effectiveness? Include specific detail on the public use and benefit this project will bring to the community.